IT SKILLS PATHWAY

LEVEL THREE

LEVEL TWO

LEVEL ONE

ENTRY

IT Skills for…….. Nurses

NHS

Tanya Grainger is a Nurse working in the Sexual Health Service at Walsall Healthcare NHS Trust. In this interview, she describes how the NHS IT Skills Pathway has assisted her with her day to day work.

Why did you undertake IT Training?
Although I have a very clinical role, I was finding that there were times when I needed to know a lot more about Microsoft Word.

How did you hear about the NHS IT Skills Pathway?
My manager approached me and asked if I would like the opportunity to do the Microsoft Office qualifications. I jumped at the chance as it was something I'd always wanted to achieve. Not only was it going to be useful for my current role but the chance to achieve a qualification as well really excited me.

Tell us how you went about learning?
I sat a practice test to assess my current skill level and then I embarked on the course which was undertaken over a 10 week period.

Now that you've taken the course, how does it help you?
Before taking the course I found I was asking other people for help but since doing the course I now have the confidence and the ability to do things for myself.

Can you give some specific examples of how the skills you learned help you in your duties?
Part of my role is to do with health promotion and education. My new skills in Microsoft Word have enabled me to be much more artistic with producing leaflets that are widely used in my role as a clinician.

"Before taking the course I found I was asking other people for help but since doing the course I now have the confidence and the ability to do things for myself."

For more information about the NHS IT Skills Pathway, please visit our website at:

http://www.cfh.nhs.uk/systemsandservices/icd/itskills/pathway

Alternatively you can email us at:

it.skills@nhs.net

MOST Microsoft Office Skills Training

TANYA GRAINGER, Sexual Health Screening Advisor (Nurse)
Willenhall Health Centre

View Tanya's story as part of the NHS MOST Video at www.nhsmost.co.uk

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Do you think the training has made you more productive?
I think taking the qualification has made me much more productive in my job and I'm very glad I went ahead and did the course.

"A brilliant learning experience and at the end of it you get a qualification as well which can only be to anyone's advantage."

How does what you've learned help with patient care?
I think it has had an effect indirectly on patient care. As well as the health promotion and education work I do, I also have to submit reports and the course has helped me no end with producing good clear, concise reports.

What would be your message about NHS ELITE/NHS MOST to other staff across the NHS?
Don't hold back. If you get the opportunity - go for it! It was a brilliant learning experience and at the end of it you get a qualification as well which can only be to anyone's advantage.

What are the next steps for you in terms of IT learning?
I now want to go on and do more training and get more IT qualifications – I've thoroughly enjoyed the experience.

DID YOU KNOW?

NHS E-learning IT Essentials (NHS ELITE) is a learning and assessment tool covering the essential IT skills that are required for most NHS staff. In particular, it covers the IT skills that are required for the use of computer based health information systems, such as how to use a mouse and a keyboard but also covers other skills like using Windows, working with files and applications and how to operate email and the internet. Find out more about NHS ELITE by visiting
http://www.cfh.nhs.uk/systemsandservices/icd/itskills/eits

The NHS IT Skills Pathway covers the full range of competencies for users of IT, from basic through to advanced levels. It has been developed in partnership with the NHS to provide an officially recognised route of learning and certification for the whole workforce.

Its purpose is to encourage everyone working within the NHS to review their current IT skills and knowledge against the national standards, determine what their skill gaps are and then identify their future training requirements based on the products that are available.

For more information about the NHS IT Skills Pathway, please visit our website at:

http://www.cfh.nhs.uk/systemsandservices/icd/itskills/pathway